

August 27, 2018

Dear Student Researcher:

The Office of Health Equity (OHE) at the Virginia Department of Health invites submissions of abstracts for poster presentation at its inaugural conference, "*Sowing the Seeds of Health Equity: Growing Healthy, Connected Communities.*" The event will occur at the Delta Hotel in Richmond, Virginia on October 17 and 18.

This year's conference will feature panels focused on tackling issues in health disparities and inequities in Virginia. A dynamic roster of speakers, presenters and panelists have been chosen who represent private agency, nonprofit, and government and policy, with a variety of special interests in improving the health of all Virginians.

Additionally, we are highlighting the work of both graduate and professional poster presentations as a unique opportunity for students to share their research and findings with both industry leaders and the community at-large.

Students actively enrolled in graduate and professional programs concentrating on social epidemiology, public health, community health, or health disparities are encouraged to submit abstracts relevant to conference topics and emerging public health issues seen throughout the Commonwealth.

Posters will be on display to all conference attendees throughout the first day of the conference and featured during our evening networking reception. We have a request for submitters to stand with the poster and explain their findings to interested conference attendees during the networking reception.

Submission Guidelines:

1. To guarantee review, all abstracts must be received no later than **5:00 PM EST on September 14, 2018.**
2. Abstracts should be 500 words or less in Times New Roman font.
3. Abstracts must fall into one of three categories: research, clinical application, or extension/outreach.
4. Abstracts must have at least one measureable outcome.
5. Abstracts must contain all of the following: **title, author(s), category, a statement of the problem/background, hypothesis, methodology, results, and interpretation.**
6. Abstracts must be submitted in a .doc file format.
7. A presenter may not submit more than one abstract for the conference.
8. We request that presenters of accepted abstracts who wish to withdraw, inform conference organizers at least two weeks in advance of the conference.



Presentation Guidelines

1. Posters are to measure 48 inches wide by 36 inches tall, mounted on stands.
2. No audiovisual equipment is permitted for poster presentations.
3. Accepted abstracts will be made available on the conference resource website.

Letter of Invitation

1. A formal Letter of Invitation will be issued to the primary presenter upon abstract acceptance.

Certificate of Presentation

1. A Certificate of Presentation will be issued and mailed to all presenters **by November 22, 2018.**

Send completed abstracts via email to Augustine Doe and Kira Walker with the Office of Health Equity at augustine.doe@vdh.virginia.gov and kira.walker@vdh.virginia.gov no later than **5:00 PM EST on September 14, 2018.**

The OHE Conference Action Team will review the submitted abstracts and send notification via email of our decision to the listed presenter. Feel free to contact Augustine Doe and Kira Walker with questions.

Thank you,

Augustine Doe, MS, MPA
Health Equity Specialist
Office of Health Equity
Virginia Department of Health